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**SECTION:** FOOD DELIVERY SYSTEM

**SUBJECT:** Checkstock/Food Instruments

**ITEM:** *Lost/Stolen Checkstock from Local Agencies*

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<b>Policy</b>	Checkstock/Food Instruments are defined as missing if the local agency has acknowledged the checkstock was received in ISIS, yet there is no record of issuance to a participant and no record of physical inventory. The local agency shall report missing checkstock/food instruments in accordance with the following instructions.
<b>Basis for policy</b>	7CFR 246.12 (p)
<b>Reporting instructions and time frame</b>	Local agencies shall report lost/stolen checkstock serial number(s) by telephone to the State WIC Branch's Program Integrity Unit (PIU) within one working day of the discovered loss or theft.
<b>Notification of local authorities</b>	<p>Local agencies shall notify the appropriate local authority (i.e., city police, county sheriff) if the checkstock loss or theft is due to either of the following circumstances:</p> <ol style="list-style-type: none"><li>1. Forced entry of a building and or locked storage area where checkstock is located.</li><li>2. Observed theft by a participant or other individual, including WIC employees. Local agencies shall immediately notify the WIC Branch's PIU to apprise them of the situation. In cases of suspected theft, the local agency shall immediately contact the PIU to discuss the situation.</li></ol>
<b>Follow-up reports required</b>	Local agencies shall submit a "Lost or Stolen Checkstock Report" (DHS 4145) to the WIC Branch, PIU, within two working days of the telephone report or within three days of the discovered loss. A copy of this report shall be attached to the "Voided Food Instrument(s) Report" or the "Voided Checkstock Report" submitted for the month in which the loss or theft occurred.

**Follow-up  
reports  
required  
(cont'd)**

If checkstock is stolen (even a single check), the checkstock should be voided in ISIS and reported to PIU. If the theft was a result of one of the two situations addressed in "Notification of local authorities", which requires notification of local law enforcement, a copy of the police report should be attached to the ISIS generated "Voided Checkstock Report."

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**Discovery/  
Recovery  
notification**

Local agencies shall notify the WIC Branch, PIU, within one working day regarding the discovery/recovery of checkstock previously reported as lost or stolen. Local agencies shall destroy all discovered/recovered checkstock.

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